

Facility Based CLEC Activation Requirements**Section VIII****Issuing Orders****Local Exchange Overview**

References are made in this section to the "Local Exchange Ordering (LEO) Implementation Guide (IG)." Volume One is available for viewing and download from the web at—

<http://www.bellsouth.com/interconnection/guides/leo1/titlepg.htm>

Volume Two can be found at—

<http://www.bellsouth.com/interconnection/guides/leo2/titlepg.htm>

Volume Three is located at—

<http://www.bellsouth.com/interconnection/guides/leo3/titlepg.htm>

There are two steps in the local ordering process with BellSouth.

- Pre-ordering
- Firm Ordering

Pre-ordering function allows the CLEC to perform the following functions:

- Address validation— This function confirms that the end user has provided a valid address.
- Service and features availability— This function provides the service and feature availability by central office. The CLEC can also verify that a feature requested by an end user is available in that switch.
- Telephone number assignment— This function provides the capability to reserve telephone numbers. Telephone number reservation provides the CLEC the ability to request a predetermined number of telephone numbers within a CLLI (Common Language Location Identification) as well as individual special number.
- Appointment availability— This function provides information helpful in negotiating CLEC commitments for non-design service requests. It is available with the Local Exchange Navigation System (LENS) pre-ordering interface.
- Customer Service Records (CSRs)— This function provides the CLEC account information for its end user as well as any BellSouth end user account. The CLEC cannot access any other CLEC's account or end user information.

Facility Based CLEC Activation Requirements**Section VIII****Issuing Orders**

Following are charts reflecting the fields on the ordering forms and any associated business rules that have been identified. The charts are followed by examples of forms. More information about each form is included in the section containing the form.

This document incorporates the following BellSouth requirements for the population of form entries—

- **Optional**— This field may or may not be populated.
- **Electronic Ordering**— If the field is populated with data in the correct format, then the BellSouth Application system will ignore the field. If field is populated with data in an improper format, then the request is rejected.
- **Required**— The field must be populated.
- **Conditional**— The field is dependent upon the relationship to another entry as specified in the usage statement and is dependent upon the presence, absence, or combination of other data entries.

Facility Based CLEC Activation Requirements

Section VIII

Issuing Orders**Access Service Request Form Overview**

This information is located in the Access Service Ordering Guide.

Access Service Request Form

Within this document (the "Facility Based CLEC Activation Requirements"), fields on the acceptable OBF Form have been identified and defined for order requests submitted to BellSouth. However, because Alliance for Telecommunications Industry Solutions (ATIS) is the owner of the OBF Ordering Forms, the LSR OBF form is not included in this document.

If the CLEC is not an OBF funding company and is interested in obtaining paper or diskette versions of the LSR OBF Version 2 Ordering Form, they should complete the ATIS OBF Document Ordering Form. This form is available on the Internet at—

<http://www.atis.org/atis/clc/obf/obfdocs.htm>

CLECs may also order forms or request additional information from Mike Nichols with ATIS by calling 202.434.8822, or they may e-mail him at—

mnichol@atis.org

When ordering the OBF forms from ATIS, the CLEC will also receive a copy of the "Local Service Request Guidelines," which is NOT BellSouth specific and should not be referenced when completing the form for BellSouth's use. The correct BellSouth information is located in the Access Service Ordering Guide.

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END USER INFORMATION FORM OVERVIEW

For Switch as is requests, EDI will match on telephone number and extract RSAG address information, providing end user address information (with the exception of city and state). City and state are always required.

Field	Description	Business Rules
EU-NAME	End user name	Business rules and usage in LEO IG.
EU-STREET1	End user street 1	<ul style="list-style-type: none"> ■ Address must be RSAG valid. ■ Hyphens are allowed, however, apostrophes and periods are not.
EU-STREET2	End user street address 2	<ul style="list-style-type: none"> ■ This field provides additional space when EU-STREET1 exceeds 35 characters. ■ See business rules for EU-STREET1
EU-FLOOR	End user floor	The identifier FLR or FLOOR should not precede the entry in this field.
EU-ROOM	End user room	When entering information the identifier of slip, lot, unit, apt., etc., must be entered followed by a space and alpha/numeric characters.
EU-BLDG	End user building	When entering information the identifier of building, WNG, or pier must be entered followed by a space and alpha/numeric characters.
EU-CITY, STATE, ZIP CODE	End user city, state, and zip code	Business rules and usage in LEO IG.
LCON NAME, TEL NO	Local contact name and telephone number	This identifies the contact name and telephone number for access to the service location.
ACC	Access information	Access information should be very specific, (e.g., 3rd house on right).
EUMI	End User Moving	Business Rules and Usage in LEO IG.
IWO, IWBAN, IWCON, TEL NO	Inside wiring option information	Business rules and usage in LEO IG.

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Field	Field Description	Business Rule(s)
ATN	Account telephone number	<ul style="list-style-type: none"> ■ ATN identifies the end user's main account number, which may also be the end user's local exchange number. ■ On partial migrations, the ATN should be populated with the number requested as the main number. ■ Hyphens are not supported in this field.
FBI	Final bill information	Business rules and usage in LEO IG.
FB-BILLNM, SPILLNM, STREET, FLOOR, ROOM, CITY, STATE, \ ZIP CODE, FDCON /BILLCON, FBCON - TEL NO	Final bill name and address information	Business rules and usage in LEO IG.

END USER INFORMATION FORM (EU)
REQUIRED FIELDS
(For All Service Requests)

Field Number	Field Name	Description
1	PON	Purchase Order Number— 16 alphanumeric characters. Identifies the customer's unique number that authorizes the issuance of a service request or supplement.
6	PG__OF__	Page__of__ — Identifies the page number and total number of pages contained in the service request.
7	NAME	End User Name— 25 alphanumeric characters. Identifies the name of the end user. The name in this field is not intended to be used for directory services.
12*	SASN	Service Address Street Name— 50 alphanumeric characters. Identifies the street name of the service address.
19	CITY	City— 25 alphanumeric characters. Identifies the city, village, township, etc., of the end user location.
20	STATE	State— 2 alpha characters. Identifies the two character postal code for the state/province of the end user location.
21	ZIP CODE	Zip Code— 10 alphanumeric characters. Identifies the zip code or postal code of the end user service location.

*See "BellSouth Ordering Guide for CLECs" for valid character entries— http://www.bellsouth.com/interconnection/guides/order_gd/index.htm

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Field #	Field Name	Field Description	Required	Conditional	Optional	Not in CLEC
1	PON	Purchase Order Number	x			
2	VER	Version Identification		x		
3	AN	Account Number		x		
4	ATN	Account Telephone Number		x		
5	DQTY	Disconnect Quantity		x		
6	PG OF	Page of	x			
7	NAME	End User Name	x			
8	SAPR	Service Address House Prefix		x		
9	SANO	Service Address House Number		x		
10	SASF	Service Address House Number Suffix		x		
11	SASD	Service Address Street Directional		x		
12	SASN	Service Address Street Name	x			
13	SATH	Service Address Thoroughfare		x		
14	SASS	Service Address Street Suffix		x		
15	SADLO	Service Address Descriptive Location		x		
16	FLOOR	Floor			x	
17	ROOM	Room			x	
18	BLDG	Building			x	
19	CITY	City	x			
20	STATE	State	x			
21	ZIP CODE	Zip Code	x			
22	LCON	Local Contact			x	
23	TEL NO	Telephone Number			x	
24	EUMI	End User Moving Indicator			x	
25	ACC	Access Information			x	
26	WSOP	Working Service On Premise			x	
27	CPE MFR	Customer Premises Equipment Manufacturer			x	
28	CPE MOD	Customer Premises Equipment Model Number			x	
29	IWO	Inside Wiring Options		x		
30	IWBAN	Inside Wiring Bill Account Number			x	
31	IWCON	Inside Wire Contact		x		
32	TEL NO	Telephone Number		x		
33	EAN	Existing Account Number				x
34	EATN	Existing Account Telephone Number				x
35	FBI	Final Bill Information Indicator			x	
36	BILLNM	Bill Name		x		
37	SBILLNM	Secondary Billing Name			x	
38	STREET	Street		x		
39	FLOOR	Floor			x	
40	ROOM	Room			x	

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41	CITY	City		x		
42	STATE	State		x		
43	ZIP CODE	Zip Code		x		
44	BILLCON	Billing Contact		x		
45	TEL NO	Telephone Number		x		
46	SSN	Social Security Number				x
47	REF NUM	Reference Number		x		
48	DISC #	Disconnect Telephone Number			x	
49	TER	Terminal Number			x	
50	TC OPT	Transfer of Calls Option			x	
51	TC TO	Transfer of Calls - To		x		
52	TC PER	Transfer of Calls Period		x		
53	REMARKS	Remarks			x	

*See "BellSouth Ordering Guide for CLECs" for valid character entries—

http://www.bellsouth.com/interconnection/guides/order_gd/index.htm

Facility Based CLEC Activation Requirements

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Issuing Orders**End User Information Form**

Effective February 1st, 1998, all service requests must be submitted on the OBF Version 2 Ordering Forms (with the exception of Directory Listings). BellSouth only accepts the End User (EU) OBF Version 2 Ordering Form.

Within this document (the *"Facility Based CLEC Activation Requirements"*), fields on the acceptable OBF Form have been identified and defined for order requests submitted to BellSouth. However, because Alliance for Telecommunications Industry Solutions (ATIS) is the owner of the OBF Ordering Forms, the EU OBF form is not included in this document.

If the CLEC is not an OBF funding company and is interested in obtaining paper or diskette versions of the EU OBF Version 2 Ordering Form, they should complete the ATIS OBF Document Ordering Form. This form is available on the Internet at—

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When ordering the OBF forms from ATIS, the CLEC will also receive a copy of the *"Local Service Request Guidelines,"* which is NOT BellSouth specific and should not be referenced when completing the form for BellSouth's use. The correct BellSouth information is located in this document, the *"Facility Based CLEC Activation Requirements."*

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Issuing Orders
RESALE SERVICE FORM OVERVIEW

Field	Field Description	Business Rules
REFNUM	Reference number	<ul style="list-style-type: none"> ■ REFNUM identifies the first line or trunk as a unique number and each additional line or trunk as a unique number. ■ The CLEC must assign the REFNUM and must use consecutive values.
RNEX	Reference number extension	<ul style="list-style-type: none"> ■ Provides an extension to the reference number field for use when multiple ISDN BRI directory number TNT are assigned to a single ISDN BRI line for one service order. ■ This field should be sequentially populated starting with one and can only be used for new order types, if ISDN BRI directory telephone numbers are obtained via a service inquiry process. ■ There may be multiple RNEX numbers per REFNUM.
LNA	Line activity	In the electronic ordering system X is not a valid entry. The entry C is valid for all changes or modifications to an existing account
TN	Telephone number	<ul style="list-style-type: none"> ■ When the LNA field is "X", the entry in this field indicates the new telephone number or the request for a new telephone number. ■ The Out Telephone number is shown in the OTN field.
TER	Terminal number	Business rules and usage in LEO IG.

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Field	Field Description	Comments/Notes
OTN	Out telephone number	<ul style="list-style-type: none"> ■ This is required when the LNA field is "X", indicating a telephone number change. ■ Hyphens are not allowed in this field.
ECCKT	Exchange company circuit ID	Business rules and usage in LEO IG.
FPI	Freeze PIC indicator	Business rules and usage in LEO IG.
PIC, LPIC	Indicators for interrelate and interrelate carriers that the CLEC has selected	PIC/LPIC will be required for each unique TN.
TC OPT , TO -PRIMARY, TO-SECONDARY, NAME-PRIMARY, NAME- SECONDARY, PER-CC, PER	Transfer of calls option	<ul style="list-style-type: none"> ■ CLEC must provide intercept report type when an intercept report other than the standard report is desired. (See LEO IG for standards.) ■ If intercept report type is not provided, a standard intercept report will be assigned based on order activity. ■ A reference from a business telephone number to a residence telephone number is prohibited. ■ BellSouth will only provide a transfer of calls for a disconnected telephone number if that number belongs to BellSouth.
SGNL	Signaling	<ul style="list-style-type: none"> ■ The type of PBX equipment that is being connected determines signaling. ■ CLEC should refer to the equipment vendor for instructions.
NIDR	Network interface device	<ul style="list-style-type: none"> ■ CLEC must request NID if one is to be installed at end user's premises. ■ If NID is required and not on order, the technician will contact CLEC for instructions. ■ If NID is requested and not required, the technician will contact CLEC for instructions.

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Field	Field Description	Comments
IWJK, IWJQ	Inside wire jack code and quantity	<ul style="list-style-type: none"> ■ When multiple lines are terminating in one multilane jack, the IWJK and IWJQ fields should only be populated for the first line. ■ Jacks may be ordered on a line by line basis.
PULSE	Type of pulsing	<ul style="list-style-type: none"> ■ Pulsing is used based on DID trunk requirements. ■ Equipment vendor should advise CLEC if required.
DOP NUM	Digits out-pulsed	Business rules and usage in LEO IG. (See business rules for pulse.)
NUM ST	Quantity of stations requested	Number requested must be in blocks of 20.
ACTST	Number of stations activated	Business rules and usage in LEO IG.
TBE	Toll billing exception	TBE is used in lieu of BA/Block to identify a request for installation/removal of toll blocking exception on a line or hunt group.
CFA	Connecting facility assignment	Business rules and usage in LEO IG
FAA	Feature activity	Business rules and usage in LEO IG
FEATURE	Feature codes	Business rules and usage in LEO IG (Note: Additional code information can be found in the USOC manual.)

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Feature	Feature Description	Business Rules
FEATURE DETAIL	Feature detail	<ul style="list-style-type: none"> ■ For additional information on how to determine the Feature Detail refer to the LEO IG Volume 2 on Products and Services. ■ Feature Detail can be a FID (field identifier code) preceded by a virgule following a USOC. It is used to identify data, give instructions, or associate data that is to be processed as a group. <p><i>Example 1: 11 GCJ /RCYC 4</i></p> <p><i>In the example above, the Feature Code is the GCJ Call Forward Don't Answer. The Feature Detail of RCYC 4 = Ring Cycle</i></p> <p><i>Example 2: 11 ESM /NCF 14</i></p> <p><i>In the example above, the Feature Code is the ESM = Call Forwarding Variable. The Feature Detail of NCF 14 = Number of Calls Forwarded.</i></p> <ul style="list-style-type: none"> ■ Hunting arrangements can be ordered via the Service Detail section. ■ For additional information see section entitled "Hunting/Grouping/Rotary Service" in Volume 2 of the LEO IG.
LNECLSSVC	Line level class of service	Business rules and usage in the LEO IG.

RESALE FORM (RS)
REQUIRED FIELDS
(New and Switch-With-Changes Service Requests)

Field Number	Field Name	Description
1	PON	Purchase Order Number— 16 alphanumeric characters. Identifies the customer's unique number that authorizes the issuance of a service request or supplement.
5	RSQTY	Resale Quantity— 3 numeric characters. Identifies the quantity of Resale Services (e.g., lines, circuits, trunks, etc.) involved in a service request.
7	PG__OF__	Page __ of __— 4 numeric characters. Identifies the page number and total number of pages contained in a service request.
11*	REF NUM	Reference Number— 4 numeric characters. Identifies the first line or trunk as a unique number.
13*	LNA	Line Activity— 1 alpha character. Identifies the activity involved at the line level.
14*	TN	Telephone Number— 23 alphanumeric characters (including two preprinted hyphens). Identifies the telephone number (TN), terminal number (TER), maintenance number (MTCE), ISDN BRI directory number, or sequential range of TN's, TERs, or MTCEs for a service request.
22*	PIC	(InterLATA) Primary Interexchange Carrier— 4 alphanumeric characters. Identifies the Primary Interexchange Carrier (PIC) for the carrier the end user has selected for InterLATA traffic.
23*	LPIC	Local (IntraLATA) Primary Interexchange Carrier— 4 alphanumeric characters. Identifies the Local (IntraLATA) Primary Interexchange Carrier (LPIC) for the carrier the end user has selected for IntraLATA traffic.

*See "BellSouth Ordering Guide for CLECs" for valid character entries—

http://www.bellsouth.com/interconnection/guides/order_gd/index.htm

RESALE FORM (RS)

Field	Field Name	Description	Required	Optional	Comments
1	PON	Purchase Order Number	x		
2	VER	Version Identification		x	
3	AN	Account Number		x	
4	ATN	Account Telephone Number		x	
5	RSQTY	Resale Quantity	x		
6	ORD	Order Number			x
7	PG OF	Page of	x		
8	HA	Hunt Group Activity			x
9	HNTYP	Hunting Type Code		x	
10	HUNT SEQ	Hunting Sequence		x	
11	REF NUM	Reference Number	x		
12	RNEX	Reference Number Extension		x	
13	LNA	Line Activity	x		
14	TN	Telephone Number	x		
15	OTN	Out Telephone Number		x	
16	PRBD	ISDN PRI B&D Channel Configuration		x	
17	TSP	Telecommunications Service Priority			x
18	SAN	Subscriber Authorization Number			x
19	CKR	Customer Circuit Reference			x
20	ECCKT	Exchange Company Circuit ID			x
21	FPI	Freeze PIC Indicator			x
22	PIC	(InterLATA) Primary Interexchange Carrier	x		
23	LPIC	IntraLATA Primary Interexchange Carrier	x		
24	TC OPT	Transfer of Calls Option			x
25	SDI	Switched Data Identifier			x
26	MATN	Main/Alternate Telephone Number			x
27	TC TO	Transfer Calls To		x	
28	TC PER	Transfer of Calls Period		x	
29	JK CODE	Jack Code		x	
30	JK NUM	Jack Number		x	
31	JK POS	Jack Position		x	
32	JR	Jack Request			x
33	NIDR	Network Interface Device Request			x
34	IWJK	Inside Wire Jack Code		x	
35	IWIQ	Inside Wire Jack Quantity		x	
36	SGNL	Signaling		x	
37	PULSE	Type of Pulsing			x
38	BLOCK	Block			x
39	CFA	Connecting Facility Assignment		x	
40	FA	Feature Activity		x	
41	FEATURE	Feature Codes		x	
42	FEATURE DETAIL	Feature Detail			x

*See "BellSouth Ordering Guide for CLECs" for valid character entries—

http://www.bellsouth.com/interconnection/guides/order_gd/index.htm

RESALE ORDER FORM MATRIX (Simple Services)

NEW	REQUIRED	REQUIRED	REQUIRED	CONDITIONAL
SWITCH-AS-IS	REQUIRED	REQUIRED	N/A	N/A
SWITCH-WITH-CHANGES	REQUIRED	REQUIRED	REQUIRED	CONDITIONAL
DIRECTORY LISTING ONLY	N/A	N/A	N/A	REQUIRED

**The Directory Listing Request form can be associated with a LSR and the EU form, or, where appropriate, may be submitted as a "stand-alone" request. Check "BellSouth Ordering Guide for CLECs" for use requirements—*
http://www.bellsouth.com/interconnection/guides/order_gd/index.htm

LSR— Local Service Request Form
 EU— End User Information Form
 RS— Resale Form
 DLR— Directory Listing Request Form

TARIFF AND UNIVERSAL SERVICE ORDER CODE (UOSC) MATRIX FOR RESALE SERVICES (Simple Services)

		UNIVERSAL SERVICE ORDER CODE
Area Plus	A3.4 GSST	VR5— per line
Area Plus with Complete Choice	A3.4 GSST	VR6 + VSB— per line
Caller ID - Basic	A13 GSST	NSD— per line
Caller ID - Deluxe	A13 GSST	NXM— per line
Call Waiting Deluxe	A13.9 GSST	ESXD9— with call forward don't answer (CFDA), ESXDC— with conferencing
Casual Use of Features:		
Call Return	A13.19 GSST	No USOC Required
Repeat Dialing	A13.19 GSST	No USOC Required
3-Way Calling	A13.9 GSST	No USOC Required
Call Trace	A13.19 GSST	No USOC Required
Centrex (add to existing)	A112.2 GSST (FL and GA only)	See state specific tariff— Obsolete Services
Complete Choice	A3.4 GSST	VR3 + VSB— per line
Custom Calling Services:		
Speed Calling	A13.9 GSST	ESL— 8 speed codes, ESF— 30 speed codes
3-Way Calling	A13.9 GSST	ESC
Call Forwarding Variable	A13.9 GSST	ESM— line, CFSVX - multi-path, E40— PBX trunk
Remote Access to Call Forward Variable	A13.9 GSST	GCZ
Call Waiting	A13.9 GSST	ESX
Direct Inward Dial (DID) (add to existing)	A3.7 GSST	SM9— inward
Enhanced E911 (SALI)	A24.1 GSST	9UK++— auto number ID(ANI), 9UM++— selective routing (SR), 9UN++— combined ANI and SR, E9W— master controller (SALI)
Enhanced E911 (PSAP) (add to existing)	A124.2 GSST	See state specific tariff— Obsolete Services
ESSX / Digital ESSX (add to existing)	A112.8 GSST	See state specific tariff— Obsolete Services
Hunting	A3.7 GSST	HTG— business/residence each line, HML— multi-lines (non-circular) and trunks with toll terminals

TARIFF AND UNIVERSAL SERVICE ORDER CODE (UOSC) MATRIX FOR RESALE SERVICES (Simple Services)

Service	Tariff	Universal Service Order Code (UOSC)
Local Exchange Line – Business	A3.7 GSST	1FB – Touchtone single line, 2FB – Touchtone 2-party line 4FB – Touchtone 4-party line
Local Exchange Line – Residence	A3.7 GSST	1FR – rotary single line, 14R – Touchtone single line, 2FR – rotary 2-party line, 24R – Touchtone 2-party line 4FR – rotary 4-party line, 44R – Touchtone 4-party line
MemoryCall	Non-Tariffed (See CLEC Reseller's Guide for MemoryCall Service)	SMBBX – answering service, VMY – basic voice messaging, VMCXX – deluxe economy voice messaging, VMEXX – deluxe expanded voice messaging, VMZ1X – deluxe voice messaging
Message Rate Telecommunications (MTS)	A3 GSST	1MB – business message rate, 1MR – residence message rate
MultiServ	A12.20 GSST	M1LF+ – station link flat rate, M1LR+ – station link measured rate M1LS+ – station link message rate
MultiServ Plus	A3.7, A12.21 GSST	M9QCX – NAR two way, M9Q1N – NAR one way inward, M9QON – NAR one way outward, M4LF+ – station link flat rate, M4LR+ – station link measured rate, M4LS+ – station link message
Off Premise Station (OPS) (add to existing)	B3.2 PLT	P2JHX – voice grade private line series 2231
Optional Calling Plans (OCP)	A3, A18, A20 GSST	Various – Check your state specific GSST Tariffs
Payphone Access Line	A7.4 GSST	GA1 – screening w/ blocking of 900 and 976 calls GB1 – screening w/ blocking of 1+900 and 976 calls GC1 – screening w/ blocking of collect, 011, 10XXX011, and 101XXXX011 calls GEA – screening w/ blocking of 3 rd number, collect, 7-digit local, 976, 1+DDD, 1+900, 011+, 10XXX011, and 101XXXX011 calls GG1 – screening w/ blocking of 3 rd number, collect, 976, 1+DDD, 1+900, 011+, 10XXX011, and 101XXXX011 calls
PBX Trunk / Trunks (add to existing)	A11.2 GSST	TFB – business, flat/measured/message TFR – residence, flat rate trunk TMC – PBX trunk, message rate, combination TMU – PBX trunk, message rate, out-dial

TARIFF AND UNIVERSAL SERVICE ORDER CODE (UOSC) MATRIX FOR RESALE SERVICES (Simple Services)

Remote Call Forwarding	A13.11 GSST	RCA — additional access facility, RCF++ — non-local calling, RD5++ — local calling
RingMaster I and II	A13.34 GSST	DRS — 1 additional telephone number w/ distinctive ring DRS1X — 1st additional telephone number w/ distinctive ring DRS2X — 2nd additional telephone number w/ distinctive ring
SmartLine	A7.4 GSST	SLA — one way, SLF — two way
TouchStar Services:		
Call Trace	A13.19 GSST	NST
Call Block	A13.19 GSST	NSY
Repeat Dialing	A13.19 GSST	NSQ
Call Selector	A13.19 GSST	NSK
Call Return	A13.19 GSST	NSS
Preferred Call Forwarding	A13.19 GSST	NCE
Touchtone	A13.2 GSST	TTB — business, TTR — residence, TTB — all PBX trunks
Visual Director	A113.35 GSST	See state specific tariffs — Obsolete Services

*Check your state specific tariffs for availability, terms, and conditions for application of these products/services.

(+) - Denotes character and/or number change. Check the state specific tariff for valid entries.

GSST — General Subscriber Services
Tariff

PLT — Private Line Tariff

Facility Based CLEC Activation Requirements

Section VIII

Issuing Orders**"RESALE SERVICE" FORM**

Effective February 1st, 1998, all service requests must be submitted on the OBF Version 2 Ordering Forms (with the exception of Directory Listings). BellSouth only accepts the Resale Service (RS) OBF Version 2 Ordering Form.

Within this document (the *"Facility Based CLEC Activation Requirements"*), fields on the acceptable OBF Form have been identified and defined for order requests submitted to BellSouth. However, because Alliance for Telecommunications Industry Solutions (ATIS) is the owner of the OBF Ordering Forms, the RS OBF form is not included in this document.

If the CLEC is not an OBF funding company and is interested in obtaining paper or diskette versions of the RS OBF Version 2 Ordering Form, they should complete the ATIS OBF Document Ordering Form. This form is available on the Internet at—

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Facility Based CLEC Activation Requirements**Section VIII****Issuing Orders****DIRECTORY LISTING REQUEST FORM OVERVIEW**

Information required for ordering listings is provided in the various fields contained within the "Directory Listing Request" (DLR) form and provides the administrative and listing information associated with an end user's request. The Directory Listing Request can be associated with a Local Service Request form (LSR) and the End User form (EU), or, where appropriate, may be submitted as a "stand alone" request.

Note: When no listing changes are needed and the Activity Code of "V" is selected on the LSR (Conversion of Service to a new Local Service Provider, as specified), the Directory Listing Form is not required.

This document incorporates the following BellSouth requirements for the population of form entries:

- **Optional**— This field may or may not be populated.
- **Electronic Ordering**— If the field is populated with data in the correct format, then the BellSouth Application system will ignore the field. If field is populated with data in an improper format, then the request is rejected.
- **Required**— The field must be populated.
- **Conditional**— The field is dependent upon the relationship to another entry as specified in the usage statement and is dependent upon the presence, absence, or combination of other data entries.

Facility Based CLEC Activation Requirements**Section VIII****Issuing Orders*****The "Directory Listing Request" form is divided into the following sections—***

The Administrative Section— This contains information pertaining to the service being ordered such as: purchase order number, version number, etc. Account telephone number and account number are also included in this section.

The Stand Alone Request Section— This should only be completed when the end user is an existing CLEC end user and only directory listing changes are requested. LSR and EU forms are not required when this section is completed and only Directory Listing changes are being made to existing CLEC accounts.

The Directory Delivery Section— This contains information pertaining to the delivery addresses and associated delivery information

The Listing Information Section— This contains listing specific details necessary for the processing of the request such as advance to directory, listing sequence, degree of indention, etc.

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Field	Description	Usage
PON— Purchase Order Number	Identifies the CLEC's unique purchase order or requisition number that authorizes the issuance of this request or supplement. <i>If associated with the LSR forms, entry must be identical to the PON field on the LSR form.</i>	Required
VER— Version Identification	Identifies the CLEC's version number. Each re-issuance (supplement) must be populated with a sequential number one digit higher than the preceding supplement for this PON. The highest populated number in this field indicates the latest supplement.	Conditional <i>If associated with the LSR forms, entry must be identical to the version identification field on the LSR form.</i>
AN— Account Number	Identifies the main account number assigned by the new service provider.	This field is NOT APPLICABLE in BellSouth
ATN— Account Telephone Number	Identifies the main telephone/account number used to obtain the customer record for provisioning the service. For a conversion request (ACT is "V" or "W"), this field identifies the existing BST main account number.	Required DATA CHARACTERISTICS— 12 alphanumeric characters (including 2 preprinted hyphens). VALID ENTRIES— <ul style="list-style-type: none"> ■ Telephone Number ■ Miscellaneous Account Number ■ N— For a New Account Number <i>Note: An entry of N' may only be used when REQ TYP is E' or F' and ACT is 'A' and the CLEC has not pre-assigned a telephone number.</i>
Page __ of __	Identifies the page number and total number of pages contained in this request.	Required
Date	Identifies the date this request is submitted.	Required

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REMINDER: The stand alone request section should only be completed when the end user is an existing CLEC end user and only directory listing changes are requested. LSR and EU forms are not required when this section is completed and only directory listing changes are being made to existing CLEC accounts.

CLEC Name	Identifies the Competitive Local Exchange Carrier (CLEC) name to which the bill will be sent.	Conditional Required for stand-alone request.
Telephone Number	Identifies the CLEC telephone number.	Conditional Required for stand-alone request.
Fax #	Identifies the fax number of the initiator.	Conditional Required for stand-alone request.
Initiator Identification	Identifies the CLEC's representative who originated this request. This is the person who should be contacted if there are any questions regarding this request. Any authorization of charges or changes is the responsibility of this person.	Conditional Required for stand-alone request.
Initiator Tel Number	Identifies the telephone number of the initiator.	Conditional Required for stand-alone request.
Billing Account Number (BAN)	Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.	Conditional Required for stand-alone request.
Type of Service	Identifies the end user account as business, residence or government. Select the appropriate block to indicate the end user's type of service. <ul style="list-style-type: none"> ■ Business ■ Residence ■ Government 	Conditional Required for stand-alone request.
Desired Listing Due Date	Identifies the end user's desired due date for the listing.	Conditional Required for stand-alone request.

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Field Name	Description	Usage
CIC— Carrier Identification Code	Identifies the numeric code of the initiating local service provider. This code is identical to the caps code specified in local interconnection trunks. It is separate and distinct from the ACNA, CCNA, and CC codes	Conditional Required when establishing a listing for a CLEC dedicated number.

Field Name	Description	Usage
End User Name	Identifies the name of the end user. The name in this field is not intended for Directory Services use.	Conditional Required for stand-alone request.
End User Address	Identifies the street address of the end user location.	Conditional Required for stand-alone request.
End User Telephone Number	Identifies the end user existing telephone number.	Conditional Required for stand-alone request.
End User Miscellaneous Account Number	Identifies the end user miscellaneous account number associated with an existing CLEC NPA/NXX telephone number.	Conditional Required for a stand-alone request and when directory listing changes are requested on an existing CLEC telephone number.